Food Evolution Summit 2013
Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *Food Evolution Summit 2013.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Food Evolution Summit 2013 Customer Service Representative at csarizona@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Brede Customer Service

- *602.275.5900 Fax 602.275.5959 e-mail:* csarizona@brede.com
- *Office Hours: 8:00 AM - 4:30 PM*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Stewart Press
- 416.366.0001 ext. 232
- spress@nlsna.com

Booths

Each 10' booth includes:

- 8' high Black back drape
- 3' high Black side drape
- (1) waste basket
- (1) one-line booth ID sign with booth number
- Hotel is providing tables and chairs

Drape Colors: Black

Aisle Carpet Color: Venue is carpeted

The exhibit hall is carpeted. Exhibitors may choose to rent carpet through Brede Exposition Services using the *Carpet Order* form.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **September 9, 2013**

TO: Exhibiting Company Name and Booth #

FOR: Food Evolution Summit 2013
Brede Exposition Services
2501 East Magnolia Street
Phoenix, AZ 85034

Direct to Show Site

Do not deliver prior to: **September 16, 2013**

TO: Exhibiting Company Name and Booth #

FOR: Food Evolution Summit 2013
c/o Brede Exposition Services
Wigwam Resort
300 Wigwam Boulevard
Litchfield, AZ 85340

Exhibitor Schedule

Exhibitor Move-in:	Monday	September 16, 2013	2:00 PM	—	5:00 PM
Show Hours:	Tuesday	September 17, 2013	7:00 AM	—	6:15 PM
	Wednesday	September 18, 2013	7:00 AM	—	2:00 PM
Exhibitor Move-out:	Wednesday	September 18, 2013	2:00 PM	—	4:30 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **3:30 PM on September 18, 2013.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Show Details

Information Form

Please make your show site representative aware of the following policies.

Payment & Pricing Policies

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	**September 3, 2013**
Custom exhibits rentals	**September 3, 2013**
Labor orders	**September 3, 2013**

Add to my calendar

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	**September 9, 2013**
Shipments to show site to arrive no sooner than:	**September 16, 2013**

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Order Summary

Carpet	$	
Tables & Accessories	$	
Brede Rental Exhibits	$	
Material Handling	$	
Labor	$	
Booth Cleaning	$	
Graphics	$	
Total Due	$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
86-0896466

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include **Food Evolution Summit 2013** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Order Summary / Payment Method

Brede EXPOSITION SERVICES

NLS Food Evolution Summit 2013
Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Find more on Brede.com

Standard Carpeting

Select from Standard Colors *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy
☐ Red ☐ Forest Green ☐ Grey

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 126.50	$ 164.50	$ _____
_____	20' Carpet		$ 253.00	$ 329.00	$ _____
_____	30' Carpet		$ 379.50	$ 493.50	$ _____
_____	40' Carpet		$ 506.00	$ 658.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 2.40 *per sq. ft.*	$ 3.10 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ .95 *per sq. ft.*	$ 1.20 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .45 *per sq. ft.*	$ .60 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Blue Mist ☐ Jade ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 3.70 *per sq. ft.*	$ 4.80 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
8.3% AZ Tax $ _____
Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Carpet

Brede EXPOSITION SERVICES

NLS Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	2' x 2' draped table	$ 55.00	$ 71.50	$
	4' x 2' draped table	$ 71.50	$ 93.00	$
	6' x 2' draped table	$ 100.50	$ 130.50	$
	8' x 2' draped table	$ 117.00	$ 152.00	$
	4th side drape	$ 47.00	$ 61.00	$
	2' x 2' undraped table	$ 26.50	$ 34.50	$
	4' x 2' undraped table	$ 32.00	$ 41.50	$
	6' x 2' undraped table	$ 37.75	$ 49.00	$
	8' x 2' undraped tab	$ 43.00	$ 56.00	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	2' x 2' draped table	$ 71.00	$ 93.50	$
	4' x 2' draped table	$ 86.00	$ 111.00	$
	6' x 2' draped table	$ 117.00	$ 152.00	$
	8' x 2' draped table	$ 132.00	$ 171.50	$
	4th side drape	$ 47.00	$ 61.00	$
	2' x 2' undraped table	$ 32.00	$ 41.50	$
	4' x 2' undraped table	$ 35.75	$ 46.50	$
	6' x 2' undraped table	$ 40.00	$ 52.00	$
	8' x 2' undraped table	$ 46.00	$ 60.00	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 40.00	$ 52.00	$
	6' x 12" draped riser	$ 58.50	$ 76.00	$

Tables and chairs provided by the hotel

Accessories

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair - Grey	$ 63.25	$ 82.25	$
	Padded Arm Chair - Grey	$ 79.00	$ 103.00	$
	Counter Stool with Back	$ 85.25	$ 111.00	$
	30"h x 30"d Pedestal Table	$ 118.25	$ 153.75	$
	42"h x 30"d Pedestal Table	$ 118.25	$ 153.75	$
	18"h x 30"d Pedestal Table	$ 99.00	$ 129.00	$
	Coffee Table	$ 54.50	$ 71.00	$
	Waste basket	$ 21.50	$ 28.00	$
	Floor Easel	$ 34.00	$ 44.00	$
	Sign Stand 22" x 28"	$ 68.75	$ 89.50	$
	Bag Rack	$ 61.50	$ 80.00	$
	Waterfall Rack	$ 61.50	$ 80.00	$
	Literature Rack	$ 111.00	$ 144.50	$
	Garment Rack	$ 92.00	$ 119.50	$
	6' Full View Showcase	$ 372.75	$ 484.50	$
	Tackboard 8'x4' (horizontal only)	$ 150.00	$ 195.00	$
	Perfboard 8' x 4' ☐ horizontal ☐ vertical	$ 143.50	$ 186.50	$
	3' high drapery (per ft)	$ 9.25	$ 12.00	$
	8' high drapery (per ft)	$ 11.50	$ 15.00	$

Select Drape Color *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

8.3% AZ Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

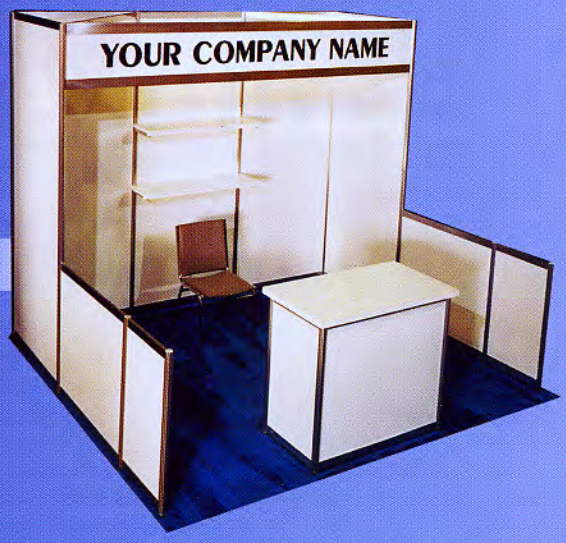
COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Tables & Accessories

BRENTAL EXHIBITS DE

Plan A



Plan B

Plan C

Plan D

--- Plan A ---
10' N-Line
Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---
20' N-Line
Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

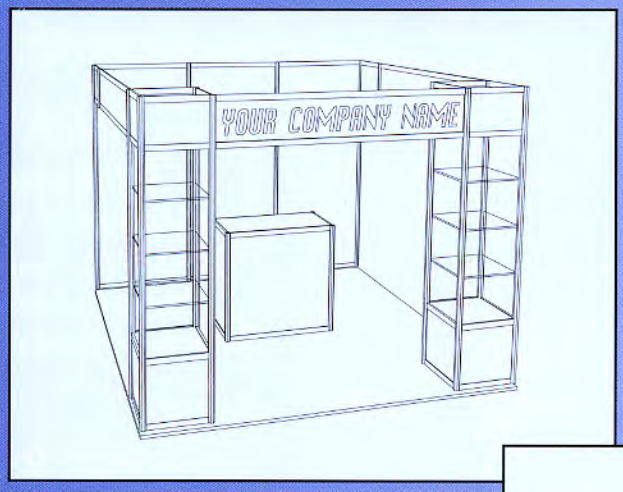
--- Plan C ---
20' N-Line
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede EXPOSITION SERVICES

Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- **Unique**
- **Affordable**
- **Practical**
- **Original**
- **Versatile**
- **Impressive**
- **Functional**
- **Attractive**
- **Productive**
- **Inviting**

Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.

Call our experienced professionals for an innovative and customized approach.

Custom \ˈkəs-təm\adj **1:** made or performed according to personal order **2:** specializing in custom work or operation

Brede EXPOSITION SERVICES

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Exhibits

Qty	Item	Advance	Standard	Subtotal
White Hardwall Panels				
____	Plan A –10' exhibit	$ 1,748.00	$ 2,272.50	$ ____
____	Plan B—20' exhibit	$ 3,494.00	$ 4,542.25	$ ____
____	Plan C—20' exhibit	$ 3,847.00	$ 5,001.00	$ ____
____	Plan D—20'x20' exhibit	$ 7,504.50	$ 9,755.75	$ ____
Color Hardwall Panels (with Choice of Color)				
____	Plan A –10' exhibit	$ 1,992.00	$ 2,589.50	$ ____
____	Plan B—20' exhibit	$ 3,974.25	$ 5,166.50	$ ____
____	Plan C—20' exhibit	$ 4,385.75	$ 5,701.50	$ ____
____	Plan D—20'x20' exhibit	$ 8,556.25	$ 11,123.00	$ ____
Velcro Compatible Panels (with Choice of Color)				
____	Plan A –10' exhibit	$ 2,184.00	$ 2,839.25	$ ____
____	Plan B—20' exhibit	$ 4,368.75	$ 5,679.50	$ ____
____	Plan C—20' exhibit	$ 4,809.00	$ 6,251.75	$ ____
____	Plan D—20'x20' exhibit	$ 9,382.25	$ 12,197.00	$ ____

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- **Header**—One line with black block letters

HEADER COPY *(Please print clearly)*:

_____

(logos, color, & special lettering available at an additional cost. Call for quote.)

Color Options

Select Panel Color *(Hardwall Color/Velcro Panels)*

☐ Black ☐ Blue ☐ Grey

Select Carpet Color

☐ Black ☐ Blue ☐ Teal
☐ Forest Green ☐ Red
☐ Grey ☐ Burgundy

Exhibits and panel colors are subject to availability.
Please call to ensure colors and units desired are available.

Additional Options

Qty	Item	Advance	Standard	Subtotal
____	Standard Counter 18"x39"x40"	$ 194.25	$ 252.50	$ ____
____	Adjustable Shelves	$ 26.25	$ 34.00	$ ____
____	Spot Lights (use w/ rental only)	$ 32.00	$ 41.75	$ ____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
8.3% AZ Tax $ _____
Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Brede Rental Exhibits

Custom Exhibit Rentals

20' x 60' Island

Brede
EXPOSITION SERVICES
Nationwide Tradeshow Services
If you think this is SCARY, you've never run a Tradeshow.
Eliminate Your Fear Of Tradeshows

10' x 10' Inline

Brede
EXPOSITION SERVICES

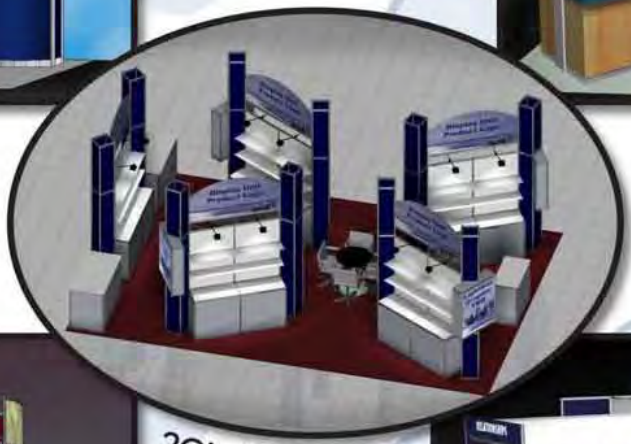
20' x 50' Island

10' x 40' Inline

40' x 40' Island
with 2 Story Deck

10' x 10' Inline

20' x 20' Island



20' x 30' Peninsula

20' x 20' Island

40' x 40' Island

Turn-Key Custom Exhibit Rental Portfolio

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Why Choose Custom?

Exhibitors have full access to Brede Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at the Food Evolution Summit 2013:

_____

_____

Exhibit Requirements

☐ Reception Area	☐ Focal Point	☐ Literature Access	☐ Theater	☐ Monitors
☐ Seating	☐ Work Stations	☐ Hospitality	☐ Interactive Kiosks	
☐ Lead Retrieval	☐ Conference Area	☐ Live Presentation Stage	☐ Product Display	*(please describe product & requirements)*

Pantone Colors: _____ _____

Corporate Website : _____ _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? ☐ Yes ☐ No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Custom Rental Exhibits

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **September 9, 2013** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Material Handling Information

Brede EXPOSITION SERVICES

NLS Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **September 16, 2013.** Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Material Handling Information

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: Food Evolution Summit 2013
Brede Exposition Services
2501 East Magnolia Street
Phoenix, AZ 85034

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by September 9, 2013 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #
FOR: Food Evolution Summit 2013
c/o Brede Exposition Services
Wigwam Resort
300 Wigwam Boulevard
Litchfield, AZ 85340

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than September 16, 2013 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth**. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	***Straight Time*** *both move-in & move-out on ST per 100 lbs*	***OT One Way*** *move-in or move-out on OT per 100 lbs*	***OT Two Ways*** *both move-in & move-out on OT per 100 lbs*
	200 lb minimum charge		
Advance to Warehouse: Crated	$72.00	$90.00	$112.50
Direct to Show site: Crated	$88.50	$110.75	$138.50
Advance to Warehouse: Special Handling	$92.75	$116.00	$145.00
Direct to Show site: Special Handling	$110.75	$138.50	$173.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	$138.50	$173.00	$216.25
Advance to Warehouse/Direct to Show site: Small Packages	$45.00 *each*		

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **September 9, 2013** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$27.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$160.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						**TOTAL**		$

Show Site Contact Name _____ Show Site Phone _____

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $7200 per CWT = $144.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $72.00 per CWT = $144.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $72.00 per CWT = $144.00

  TOTAL cost of three shipments arriving *separately*: $432.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x 72.00 per CWT = 144.00

  TOTAL cost of one *consolidated* shipment: $144.00 ***Savings of $288.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to:

2501 East Magnolia Street
Phoenix, AZ 85034

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Exhibitor _____

Booth _____

Late to warehouse charges apply after:

September 9, 2013

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Brede EXPOSITION SERVICES

Rush to:

2501 East Magnolia Street
Phoenix, AZ 85034

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Exhibitor _____

Booth _____

Late to warehouse charges apply after:

September 9, 2013

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Wigwam Resort
300 Wigwam Boulevard
Litchfield, AZ 85340

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Exhibitor

Booth

Do not deliver prior to:

September 16, 2013

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Wigwam Resort
300 Wigwam Boulevard
Litchfield, AZ 85340

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Exhibitor

Booth

Do not deliver prior to:

September 16, 2013

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Information Form

These definitions are provided in order to acquaint you with specific labor guidelines. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Brede has skilled, friendly and quality conscious employees in Arizona available to assist you with most aspects of your exhibiting experience. Arrangements for labor and other services can be made through the forms provided in this exhibitor manual.

Material Handling

Exhibitors may hand-carry their own materials into the exhibit facility. The use or rental of dollies, flat carts, pallet jacks and other mechanical equipment is not permitted. Brede Exposition Services will control access to the loading dock in order to provide for a safe and orderly move-in/move-out. Only full-time employees of the exhibiting company will be allowed to hand carry items. Brede Exposition Services will handle unloading or reloading at the dock of any and all contracted carriers.

Booth Labor

Currently, we have an agreement with the International Alliance of Theatrical and Stage Employees (IATSE) Local 336. Members of this union claim jurisdiction over all setup and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings and unloading and delivering of all display related materials.

In addition to utilizing the services of the Official Service Contractor, Brede Exposition Services, exhibitors may use full-time company personnel that will be staffing their exhibit to assist in setup and/or dismantling of their own booths. Exhibitors may employ the services of non-official contractors providing the following requirements are met:

- Exhibitors must advise Brede Exposition Services in writing, thirty (30) days prior to setup of the show, of their intent to hire an outside installation and dismantle company or exhibit house to supervise, install, and dismantle their exhibit. The *Non-Official Contractor* form must be completed by both parties and returned no less than thirty (30) days prior to setup.
- Non-official contractors must furnish proof of adequate insurance, in the form of an original copy of a policy rider listing Brede Exposition Services as an additional insured, furnished by their broker to Brede Exposition Services' office no less than thirty (30) days in advance of actual installation dates.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

This statement and insurance rider are not required for exhibitors who plan to use their own employees to install or dismantle their own booth or equipment. All non-official installation and dismantle contractors will be allowed on the exhibit floor only during official installation and dismantling hours, and must be identified with a temporary work pass, either supplied by show management or the official service contractor.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices be directed to a management representative of Brede.

Labor Guidelines: Arizona

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

NLS Food Evolution Summit 2013
Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs **30%** of total labor bill.
- There is a **$50.00** minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$78.00 *per person per hour*
Overtime *4:30 p.m.—8:00 a.m. Monday-Friday* *All day Saturday, Sunday,* *and observed union holidays*	$117.00 *per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation	_____		X		=		X		=	$	+	$	=	$
Dismantle	_____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Labor

Brede EXPOSITION SERVICES

NLS Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.42	$0.52	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	2	X		X	$0.37	$0.47	$	

Daily Porter Services

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at one-hour intervals during show hours.

Select	Service	Advance	Standard	Subtotal
☐	Exhibit Area / Under 500 sq ft	$85.75	$119.75	$
☐	Exhibit Area / 500 - 1,500 sq ft	$120.00	$167.75	$
☐	Exhibit Area / 1,501 - 2,500 sq ft	$151.25	$211.75	$
☐	Exhibit Area / Over 2,500 sq ft	Contact Brede for Quote		$

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Cleaning

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: September 3, 2013

Add to my calendar

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 41.00	$ 53.50	$ _____
_____	14" X 22"	$ 48.25	$ 62.75	$ _____
_____	22" X 28"	$ 75.00	$ 97.50	$ _____
_____	28" X 44"	$ 113.50	$ 147.50	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width		Square footage		Advance	Standard		Subtotal
	X		=		X	$17.50 *per sq. ft.*	$24.00 *per sq. ft.*	= $	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
8.3% AZ Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* ***by fax*** *602.275.0584*

Graphics

Brede EXPOSITION SERVICES

NLS Food Evolution Summit 2013

Wigwam Resort
Litchfield, AZ
September 17-18, 2013

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone *602.275.5900*
fax *602.275.5959*
e-mail *csarizona@brede.com*

2013 Convention Plant Rental Form

Phone: (602) 738-8126
Fax: (602) 595-0861
arizonaplants@yahoo.com

Mailing Address
Arizona Plant Company
15049 N. Central Ave.
Phoenix, Arizona 85022
www.arizonaplantcompany.com

Show Name / Location / Room#:	
Show Name:	Food Evolution Summit
Location	Wigwam Resort
Room	Wigwam Ballroom, Hop, Pima & Pueblo A-C
Dates & Times	
Show Setup	Monday, September 16, 2013 2:00 pm - 5:00 pm
Show Starts	Tuesday, September 17, 2013 7:00 am
Show Ends	Wednesday, September 18, 2013 2:00 pm
Exhibitor or Management Information	
Booth#	
Company	
Contact	
Phone/Fax	

Payment Information

Print Cardholders Name		
x.		
Credit Card Number		
x.		
Exp Date	**Security Code**	**Billing Zip Code**
Authorized Signature		
x.		
E-mail Address of Cardholder	**Used for your recipts only.**	
x.		
Memo:Brede		

Qty	Floral Arrangements	Price	Total
	Traditional Shape Size Color	**$45.00**	
	Traditional Tropical Shape Size Color	**$65.00**	
	Traditional Tropical Shape Size Color	**$75.00**	
	Traditional Tropical Shape Size Color	**$95.00**	
	(Other Needs) Please call for a Quote.		

Qty	Potted Flowers	Price	Total
	Mums: Yellow White Purple	**$20.00**	
	Bromeliads Yellow Red Orange	**$25.00**	
	Kalanchoes: Red Yellow White	**$25.00**	

Only certain colors are available at certain times. These colors are the most likely available at any time.

Qty	Green Plants	Price	Total
	Small Fern	**$15.00**	
	Large Fern	**$30.00**	
	3 Foot Plant	**$39.00**	
	4 Foot Plant	**$49.00**	
	5 Foot Plant	**$59.00**	
	6 Foot Plant	**$69.00**	
	7 Foot Plant	**$79.00**	
		Subtotal	
		Tax 9.3%	
		$10 Delivery or 10% if subtotal is over $100	
		Total	